

POSITION DESCRIPTION

1. Agency PDCN 80528E00

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show Positions Replaced)		3. Service <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field	4. Empl Office Location	5. Duty Station	6. OPM Cert #
		7. Fair Labor Standards Act Not Applicable	8. Financial Statements Required <input type="checkbox"/> Exec Pers Financial Disclosure <input type="checkbox"/> Employment & Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No
		10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (32 USC 709) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)	11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> Non-Sensitive <input type="checkbox"/> Noncritical Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens	13. Competitive Level 14. Agency Use ENL

15. Classified/Graded by
☐ a. US Office of Pers Mgt ☒ b. Dept, Agency or Establishment ☐ c. Second Level Review ☐ d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Human Resources Assistant (Military)	GS	0203	07	rmp	23 Jun 03

16. Organizational Title (If different from official title)	17. Name of Employee (optional)
18. Dept/Agency/Establishment - National Guard Bureau a. First Subdivision - State Adjutant General b. Second Subdivision - ANG Flying Wing	c. Third Subdivision - Mission Support Group d. Fourth Subdivision - Military Personnel Flight e. Fifth Subdivision -

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position. Employee Signature /Date (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor/Manager (optional)

Signature

Date

Signature

Date

21. Classification/Job Grading Certification: I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards.

Typed Name and Title of Official Taking Action

ROGER M. PARRISH

Human Resources Specialist

(Classification)

Signature

//signed//

Date

23 Jun 03

22. Standards Used in Classifying/Grading Position

US OPM Job Family Position Classification Standard for Assistance Work in the Human Resources Management Group, GS-0200, dated Dec 2000.

Information For Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by

the agency or OPM. Information on classification/job grading appeals is available from the personnel office.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)										
b. Supervisor										
c. Classifier										

24. Remarks:

Released from NGB-HRC, CRA 03-1006, dated 23 Jun 03.

25. Description of Major Duties and Responsibilities (SEE ATTACHED)

25.

INTRODUCTION

This position is located within an Air National Guard Military Personnel Flight (MPF), Mission Support Group at an Air National Guard flying wing. The primary purpose is to assist a higher graded specialist in researching/studying/analyzing and administering all aspects of the assigned function(s). Performs duties in one or more program areas as described below. Incumbent identifies the scope or nature of a situation and determines the need for and obtains additional information through research of pertinent records, identifying trends and patterns, and/or review of technical reference material in order to resolve problems or controversies pertaining to human resources matters.

This position requires military membership. It is designated for National Guard enlisted incumbency only. In accordance with AFMAN 36-2108, incumbent performs duties necessary to accomplish military human resources functions in support of programs essential to state Air National Guard daily operations, training and readiness missions.

DUTIES

Career Enhancements:

--Provides technical assistance to all reporting officials. Quality reviews reports for compliance with current directives and standards. Assists in the management of the military awards and decorations program. Coordinates, monitors, and ensures accountability of annual tour participation. Monitors Line of Duty (LOD) determinations and incapacitation pay requests. Ensures compliance with suspense requirements. Researches Unit Personnel Record Group (UPRG) and various source documents pertinent to service data discrepancies. Computes service dates as required. Monitors administration of the officer/enlisted promotion program. Provides assistance in administering and managing the enlisted retention program. Provides procedural guidance to commanders, supervisors, and staff members on the Weight Management Program (WMP). Provides advice and assistance to commander and staff on various Career Enhancement programs

Customer Service:

--Ensures accuracy of information input in the Defense Enrollment Eligibility Reporting System (DEERS), and the Real Time Automated Personnel Identification System (RAPIDS). Participates in development of procedures and establishment of policy for building, updating, auditing, and for accountability and disposition of automated and manual records. Ensures records are accurately maintained and updated. Provides assistance to higher-grade employee with the Point Credit Accounting and Reporting System (PCARS) program. Compiles reports and statistical information regarding various programs. Verifies information and prepares or ensures preparation of ID card requests for all eligible personnel. Assists in the management of the Servicemen's

Group Life Insurance (SGLI) program. Ensures unit members are aware of various benefits available through TRICARE medical/dental programs, Survivor Benefits, Thrift Savings Plan (TSP), etc. Participates in management of the Military Dress and Appearance program. Fully participates in administration of the Casualty Service Program and in monitoring of the Family Care Program. Ensures action is taken to correct military records when required. In the absence of the program manager, may assume responsibility for control of the Customer Services element. Processes military passports and applications

Employment:

--Authenticates prior and non-prior service enlistments, and prepares and processes enlistment and appointment documents. Participates in processing activities for accessions. Determines eligibility for officer appointments, requests waivers, schedules interviews, and prepares and accession and gain of each officer. Reviews the Unit Personnel Management Roster and coordinates federal recognition boards as required. Suspense packages to ensure timely (UPMR) and identifies and resolves problems involving mismatches, over-grade/under-grade and/or overage situations. Assists unit commanders in resolving excess and over-grade conditions. Prepares reports on strength accountability and provides statistics to senior staff on projected and actual losses. Coordinates with NGB on over-grade or excess waivers, and suspense records to ensure appropriate codes have been updated. Verifies accuracy of Unit Manpower Documents (UMD) and Extended UMD (EUMD), and compares UMDs against local products/Manpower Data System. Provides manpower data to commanders and assists them with problem areas. Participates in classification actions for wing personnel and performs audits in conjunction with record reviews/audits. Assists in making classification eligibility determinations of personnel for retraining status. Processes officer and enlisted direct conversions. Participates in officer and enlisted indirect conversion through conducting research and reviews of members' qualifications. Maintains suspense and updates duty status and deployment availability codes. Participates in managing all aspects of the NGB Selective Retention Program at the Wing level.

Relocation:

--Performs personnel relocation actions pertaining to voluntary and involuntary reassignments, separations, retirements, conditional release programs, separations based upon Medical Evaluation Board/disability separations and retirements, Stop Loss waiver requests, Selective Retention separations, and inter and intra service transfers. Processes retirement requests. Processes officer and enlisted separation/retirement actions. Determines initial separation/retirement eligibility. Conducts quality reviews of discharge documents, and advises supervisors and commanders on proper processing procedures for administrative discharges. Provides information to members on options and benefits; advises unit commanders of status; and prepares, processes, and places suspense on the documentation until the member is reinstated or discharged and/or retired. Prepares Certificate of Release or Discharge from Active Duty (DD Form

214's), and monitors the accuracy and reliability of all data entered into and maintained within the personnel data systems.

Readiness:

--Provides input in development of plans for administration of contingencies and mobilization, maintaining accountability for all assigned deployed personnel, and Partial Mobilization (PM) management of activation orders in the event of Presidential Reserve Call Up (PRC), and in coordinating with wing Plans Office to support all unit deployments and wartime tasking. Works to resolve passport issues and processing and assists in carrying out the Military Personnel Appropriations (MPA) man-day program. Supports Contingency and Exercise deployments and provides procedural guidance to wing/unit commanders, supervisors, staff members, and unit deployment managers (UDMs) concerning deployment process. Provides input to the Wing/Unit Commander(s) on strength and other readiness issues. Participates in management of deployment systems and assists with Personnel Support for Contingency Operations (PERSCO) mission readiness and training. Safeguards and, when appropriate, destroys classified material in compliance with COMSEC procedures and in accordance with Air Force instructions, higher headquarters, and local guidance. Ensures TDY processing meets requirements for deployments, and participates in developing, establishing, and maintaining of work center training programs. Participates in analysis and subsequent determinations regarding personnel matters that may affect Active Guard Reserve (AGRs), traditional reservists, and/or family members. Participates in staff visits and trains personnel within the unit on Personnel Readiness programs for which they are responsible. Participates in preparation of and presents periodic briefings/orientations on mobilization procedures to commanders required to support deployments.

--Performs other duties as assigned.

Factor 1 – Knowledge Required: Level 1-5 750 pts

--Knowledge of, and skill in applying a comprehensive body of military human resources rules, guidelines, and instructions to provide technical support in the assigned program area and to research, study and analyze all aspects of the assigned military function(s).

--Ability to analyze information, to determine it's relevance, and to provide options to management/supervisors/military members regarding appropriate course of action.

--Ability to communicate effectively, both verbally and in writing.

--Analytical skill and judgment as well as knowledge of the mission of the wing and other units serviced.

Factor 2 – Supervisory Controls: Level 2-3 275 pts

--Supervisor or a higher graded employee makes assignments by defining objectives, priorities, and deadlines and assists with unusual situations lacking clear precedents. Employee plans and carries out successive steps and handles problems and deviations in work assignments according to instructions, policies, previous training, and accepted practices. Completed work is evaluated for conformity to policy and requirements as well as for appropriateness and technical soundness. Methods utilized to achieve final results are not usually reviewed in detail.

Factor 3 – Guidelines:

Level 3-2

125 pts

--The assistant utilizes various established, procedural guidelines, such as references and manuals relating to the specific program area, precedent decisions, and local instructions and policies. Incumbent uses judgment in completing and resolving issues through application of these rather specific guidelines. Interpretation of existing guidelines is important in making sound decisions and in providing useful and accurate advice to customers.

Factor 4 – Complexity:

Level 4-3

150 pts

--Work consists of processing a variety of military human resources actions such as enlistment and appointment documents. Participates in processing activities for accessions. Interprets numerous and procedures relating to one or more human resources specialties (military) in order to provide advice or counseling to employees and supervisors. Incumbent identifies the scope or nature of a situation and determines the need for and obtains additional information through research of pertinent records, identifying trends and patterns, and/or review of technical reference material in order to resolve problems or controversies pertaining to human resources matters. Work requires understanding of interrelationships of the military human resources specialties.

Factor 5 – Scope and Effect:

Level 5-3

150 pts

--The work involves treating a variety of routine programs, question, or situation with the MPF. Incumbent resolves problems using applicable military human resources management procedures or practices such as counseling unit members in various benefits available through TRICARE medical/dental programs, Survivor Benefits, Thrift Savings Plan (TSP), etc. Participates in management of the Military Dress and Appearance program.

--Work products/advise/assistance rendered have a direct effect upon those serviced. Records and statistical data utilized for reports affect adequacy and accuracy of state ANG reports.

Factor 6 – Personal Contacts and

Factor 7 – Purpose of Contacts:

Matrix 2B

75 pts

--Personal contacts are with employees, supervisors, and administrative staff in the organization served, and human resources representatives, in a moderately structured setting.

--Purpose is to coordinate or advise on work efforts or operating problems by influencing people who are working to reach mutual agreements as well as to clarify and exchange information required to complete assignments. Considerable tact and diplomacy may be required in dealing with dissatisfied individuals.

Factor 8 – Physical Demands:

Level 8-1

5 pts

--Work is sedentary, and is generally performed while sitting comfortably at a desk. Some walking, standing, bending, and carrying of light objects is required.

Factor 9 – Environment:

Level 9-1

5 pts

--Work is in a comfortable office setting with proper lighting, heating, and ventilation. Occasional travel to work sites, training, etc., may be required.

EVALUATION STATEMENT

A. Title, Series, and Grade: Human Resources Assistant (Military), GS-0203-07.

B. Reference: US OPM Job Family Position Classification Standard for Assistance Work in the Human Resources Management Group, GS-0200, dated Dec 2000.

C. Background Information: This position is located in the Air National Guard Military Personnel Flight (MPF) located at an ANG flying wing. It was developed to provide technical assistance to a Human Resources Specialist (Military) having administration responsibility over one or more program areas (i.e., Career Enhancement, Customer Service, Employments, Personnel Relocations, or Personnel Readiness). This new description was also necessary to implement the new OPM Job Family Standard identified in B above.

D. Series, Title, and Grade Determination:

1. Series: The Human Resources Assistance, GS-0203 series, covers positions in one-grade interval administrative support positions that supervise, lead, or perform human resources (HR) assistance work requiring substantial knowledge of civilian and/or military HR terminology, requirements, procedures, operations, functions, and regulatory policy and procedural requirements applicable to HR transactions. This position involves performance of support work to a Human Resources Specialist (Military) and therefore meets the criteria for allocation to the GS-0203 series.

2. Title: The basic title "Human Resources Assistant" applies to positions properly classified to the GS-0203 series. The parenthetical title (Military) is properly added to positions involved in performing Human Resources support work in a military organization. The appropriate title is therefore Human Resources Assistant (Military).

3. Grade: See the attached Factor Evaluation System, Position Evaluation Statement.

E. Conclusion: Based on the above evaluation, this position is classified as Human Resources Assistant (Military), GS-0203-07.

Classifier: Roger M. Parrish, NGB-HRCA

Date: 23 Jun 03

**FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT**

FACTOR	LEVEL	POINTS	REMARKS
1. KNOWLEDGE REQUIRED	1-5	750	<p>Fully meets Level 1-5. Incumbent applies Knowledge of, and skill in applying a comprehensive body of military human resources rules, guidelines, and instructions to provide technical support in the assigned program area; to research, study and analyze all aspects of the assigned military function(s).</p> <p>It exceeds Level 1-4 in that the incumbent must have full knowledge of program requirements and he/she is looked to as a technical expert; the program manager relies heavily on this individual to carry out most functions of the program including researching/resolving difficult problems.</p>
2. SUPERVISORY CONTROLS	2-3	275	<p>Supervisor or a higher graded employee makes assignments by defining objectives, priorities, and deadlines and assists with unusual situations lacking clear precedents. Employee plans and carries out successive steps and handles problems and deviations in work assignments according to instructions, policies, previous training, and accepted practices. Completed work is evaluated for conformity to policy and requirements as well as for appropriateness and technical soundness. Methods utilized to achieve final results are not usually reviewed in detail. This fully meets Level 2-3 described in the standard</p>
3. GUIDELINES	3-2	125	<p>Level 3-2 is fully met. The assistant utilizes various established, procedural guidelines, such as references and manuals relating to the specific program area, precedent decisions, and local instructions and policies. Incumbent uses judgment in completing and resolving issues through application of these rather specific guidelines. Interpretation of existing guidelines is important in making sound decisions and in providing useful and accurate advice to customers.</p> <p>Does meet Level 3-3 wherein guidelines are not completely applicable and where there are gaps in specificity. Position does not require judgment in selecting the</p>

FACTOR	LEVEL	POINTS	REMARKS
			most appropriate guidelines and in deciding the best way to complete work, but the position falls short of meeting the full intent of this higher level.
4. COMPLEXITY	4-3	150	Meets intent of Level 4-3. Carries out different unrelated HR processes to accomplish HR assignments, by identifying and reviewing factual data, and determining appropriate action from a variety of alternatives. Exceeds Level 4-2 that consists of related steps, processes, and standard explanations. Requirement to explore and provide alternatives exceeds intent of this level.
5. SCOPE AND EFFECT	5-3	150	Meets the highest level described in the standard (Level 5-3). Follows specific rules and procedures to complete actions in the MPF that affect accuracy and efficiency of overall HR support for military members as well as accuracy of records, pay, benefits, and other personnel data maintained by the MPF. Support provided can potentially affect entitlements as well as efficiency of operations.
6. PERSONAL CONTACTS & 7. PURPOSE OF CONTACTS	2B	75	Level 2 Is met. Contacts involve interaction with employees & managers inside and outside the immediate office (i.e., supv/mgr/mil members in the wing, state headquarters and NGB as well as gaining service. Meets Level b as to purpose of contacts as position requires planning, coordinating, and advising on program matters and working toward mutual goals of providing quality information and advise essential to a successful program.
8. PHYSICAL DEMANDS	8-1	5	Fully meets Level 8-1. There are no other levels as options.
9. WORK ENVIRONMENT	9-1	5	Level 9-1 is fully met. No other options available.
TOTAL POINTS ASSIGNED: 1535			GRADE: GS-07

FINAL CLASSIFICATION: Human Resources Assistant (Military), GS-0203-07

CLASSIFIER: Roger M. Parrish, NGB-HRCA

Date: 23 Jun 03